

DD/S 57-2366

Reports

VX-Orm 2

JUL 26 1957

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Administrative/Support Workload at Small Stations and Bases

John:

I have finished reading your report on "Administrative/Support Workload at Small Stations and Bases." I think this is a very good report which certainly points up the problems experienced by Field Stations, especially small Stations. I believe it would be more appropriate for us to use this as a guide in our continuing efforts to reduce the administrative workload rather than submitting it formerly to the DD/P. I have, however, advised [redacted] that you have completed such a study and that action is currently underway to eliminate or modify administrative procedures and requirements so as to relieve the small Field Station as much as possible.

25X1A9a

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 5 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C REF 1001
NEXT REV DATE — REV DATE 5-7-79 REVISION 235932 TYPE DOC. 02
NO. PGS 1 CREATION DATE — ORG COMP 030 OPI — ORG CLASS S
REV CLASS 4 REV COORD. — AUTH: HR 783

(signed) H. Gates Lloyd
H. GATES LLOYD
Acting Deputy Director
(Support)

EA-DD/SCEB:DLC (26 July 57)

Distribution:

1-chrono

1-subject w/1 cc of report

~~1-reading~~

O&I-adse w/all but 2 copy of report

1-SSA w/c copy of report

DECLASSIFIED

56-1896

78-4718

267 Feb 13

231 115/1